

**Banner Student Information  
Quick Reference**



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## Student Information

Banner Forms allows the user access to student information. This includes such things as grades, applications, holds, schedules, class list, plus much more. Access is granted based upon the user's needs.

## Forms Reviewed

- SPAIDEN – General Person Information
- SAAADMS – Admissions Application
- SGASTDN – General Student Information
- SGASADD – Additional Student Information
- SOATEST – Test Scores Information
- SOAHSCH – High School Informaiton
- SOAPCOL – Prior Colleges/Universities
  - Transcripts available through WebNow
- SHATRNS – Transfer Course Information
- SHACRSE – SIUE Course Detail/Grades
- SHATERM – Courses/Grades by Term
- SHASUBJ – Courses/Grades by Subject
- SHADEGR – Degree and Other Formal Awards
- SPAAPIN – Alternate Personal Identification Number
- SOAHOLD – Student Holds
- SFAREGQ – Class Schedule
- SFARHST – Student Registration History
- SFASRPO – Re-authorize permits and overrides
- SFAREGS – Student Course Registration
- SFASLST – Class List
- SGAADV – Multiple Advisors




## SPAIDEN – General Person Identification

*Current Identification, Alternate Identification, Address, Telephone, Biographical, E-mail, Emergency Contact*

- Key in **SPAIDEN** in the **Object Search Field (Go To...)** on Banner Main Menu
  - Press **Enter**
- Key in student's University Id in **ID** field
- Click (Next Block) to view data
- Click tab name to view data
- Click (Rollback) to return to Key Block (to search for another individual)
- Click (Exit) to close form and to return to Banner Main Menu

## SAAADMS – Admissions Application

*Application, Curricula, Fees-Mail Submission-Withdrawal Data, Checklist, Sources-Interests-Comments, Contacts-Cohorts-Attributes*

- Key in **SAAADMS** in the **Object Search Field (Go To...)** on Banner Main Menu
  - Press **Enter**
- Key in student's University Id in **ID** field
- Leave **Term** field blank to view all terms
- For a specific term enter term code:
  - YYYY15 (Spring)
  - YYYY25 (Summer)
  - YYYY35 (Fall)
- Click  (Next Block) to view application data
- **Admissions Type** – Field is populated for all applications; see Admit Type listing on next page
  - This does not mean the student is admitted
- **Application Status** – See available status listing on next page
- **Application Status Date** – Effective date of Application Status
- **Application Decision** – See Application Decisions listing on next page
- Click  (Rollback) to return to Key Block (to search for another individual)
- Click  (Exit) to close form and return to Banner Main Menu

**Application Decision Codes**

Admission Application Decision Code Validat X

Find %

Code	Description
AG	Approved by Graduate School
AP	Approved by Grad Department
C2	Institution Acceptance
CC	Institution Acceptance
CV	No decision - Conversion Only
DG	Denied by Graduate School
DP	Denied by Graduate Program
IE	Applicant intends to enroll
IN	Inactive
PE	Pending decision
QE	Quick entry
R1	Referred to Graduate Program
R2	Referred to AAC
R3	Referred to ARC
R4	Referred to Dir of Admissions
R5	Referred to SOP incomplete
R6	Referred to SOP verified
R7	Referred to Adm Officer
RF	Referred
RJ	Undergrad application denied
UA	Undergrad approved in Grad Prog
WD	Applicant withdrawal

Find OK Cancel

**Application Status**

Admission Application Status Validation (STVAP: X

Find %

Code	Description
A	Active to Records
B	Hold for Bach Deg conferral
C	Complete ready for review
D	Decision Made
F	Hold for financial/degree doc
H	Hold for final document
I	Incomplete items outstanding
M	Hold for Master Deg conferral
P	Passed Deadline
Q	Referred
R	Hold for reply
S	I20 sent / hold for final doc
X	Purged (For Conversion Only)
Z	Imaged (For Conversion Only)

Find OK Cancel

**Admit Types**

Admission Type Validation (STVADMT)

Find %

Code	Description	ACTIVITY DATE
CS	Change-of-status	25-JAN-2005
CV	Conversion	14-NOV-2005
DO	Doctoral (Conversion Only)	25-JAN-2005
DS	Returning Degree Seeking	25-JAN-2005
E	Environmental Res. Trng Ctr	10-OCT-2005
F5	Freshman Traditional > 5 years	30-JUN-2005
FE	Freshman Early Admit	25-JAN-2005
FF	Freshman Foreign	25-JAN-2005
FN	Freshman Non-Traditional (GED)	12-DEC-2005
FT	Freshman Traditional < 5 years	12-DEC-2005
I1	Intern SIUE Underg to Pharmacy	02-MAY-2006
I2	International Pharmacy: New	02-MAY-2006
I3	International Pharmacy: Return	02-MAY-2006
IB	International Post Bachelor's	02-MAY-2006
IC	International Change-Of-Status	17-MAY-2006
ID	International Degree Seeking	02-MAY-2006
IF	International Freshman	02-MAY-2006
IM	International Master's	02-MAY-2006
IP	International Post Master's	02-MAY-2006
IS	International Specialist	02-MAY-2006
IT	International Transfer	02-MAY-2006
IU	International Unclassified	02-MAY-2006
IV	International Visiting	02-MAY-2006
MA	Master's	25-JAN-2005
ND	Non Degree (Conversion Only)	25-JAN-2005
P1	Pharmacy SIUE Und to Pharmacy	08-JUL-2005
P2	Pharmacy - New to SIUE	08-JUL-2005
P3	Pharmacy - Returning	08-JUL-2005
PB	Post Bachelor's	25-JAN-2005
PM	Post Mater's	25-JAN-2005
SP	Specialist	25-JAN-2005
ST	Standard	03-JAN-1995
T0	Transfer < 30 hrs - H S > 5 yrs	14-SEP-2005
T1	Transfer < 30 hrs - H S < 5 yrs	14-SEP-2005
T2	Transfer < 30 hrs - GED	26-JAN-2005
T3	Transfer / 30 hrs attempted	25-JAN-2005
UN	Unclassified	25-JAN-2005
VS	Visiting	25-JAN-2005

Find OK Cancel

## SGASTDN – General Student

*Learner, Curricula, Study Path, Activities, Veteran, Comments, Academic and Graduation Status – Dual Degree, Miscellaneous*




- Key in **SGASTDN** in the **Object Search Field (Go To...)** on Banner Main Menu – Press **Enter**
- Key in student’s University Id in **ID** field
- Click (Next Block) to view data
- Click (Rollback) to return to Key Block (to search for another individual)
- Click (Exit) to close form and return to Banner Main Menu

**Note: If no record exists, student has not been admitted. Exit form and Go to SAAADMS to check application status.**



## SGASADD – Additional Student Information

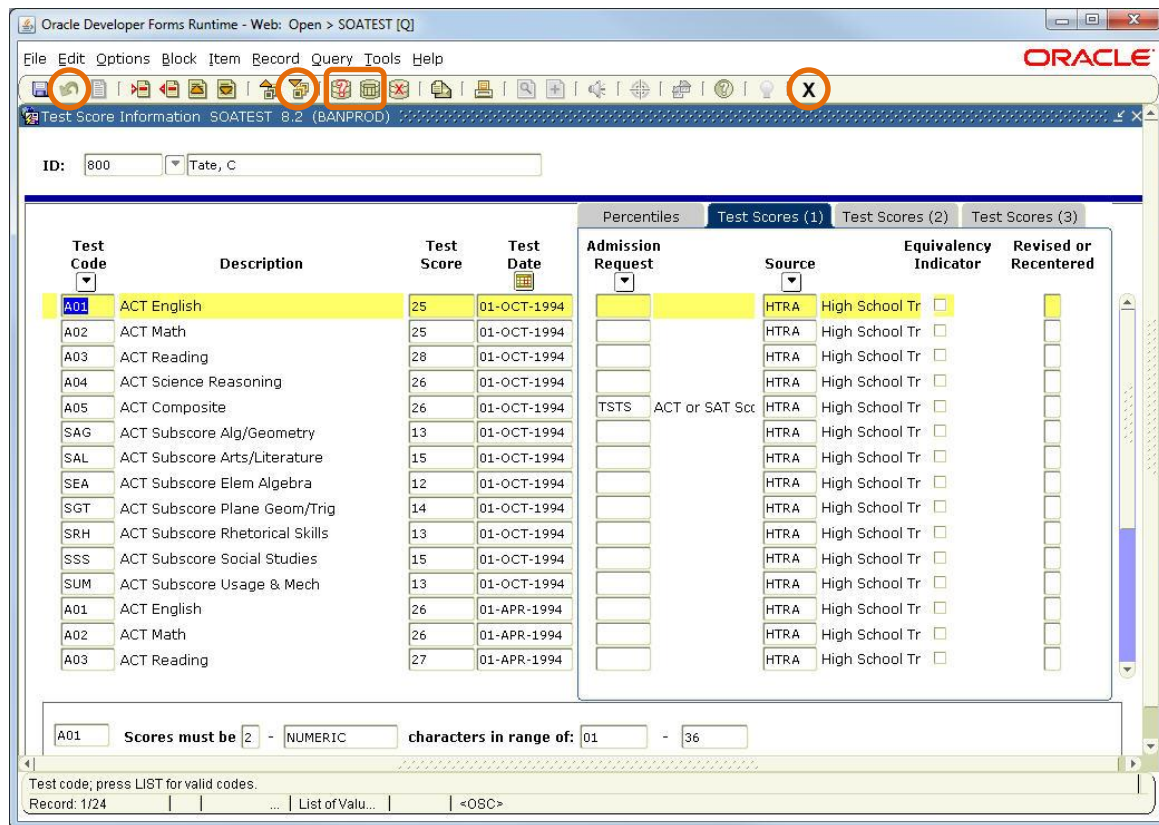
### Student Cohort, Student Attribute

- Key in **SGASADD** in the **Object Search Field (Go To...)** on Banner Main Menu
  - Press **Enter**
- Key in student's University Id in **ID** field
- Click  (Next Block) **twice** to view **Student Attribute** data
  - List of Student Attributes on next page
  - Note that the list will change
- Click  (Rollback) to return to Key Block (to search for another individual)
- Click  (Exit) to close form and return to Banner Main Menu

## Student Attribute Codes

Attribute Code	Description	Attribute Code	Description	Attribute Code	Description
1P	Year One, Professional	HI	History - Sec. Ed. Cert.	PT4	PT Rec 4 - Math, Reading
2P	Year Two, Professional	HS	Honors Scholar	PT5	PT Rec 5 - Writing
32	3+2 Combined Program BS/MS	JR	Junior Test	PT6	PT Rec 6 - Math
3P	Year Three, Professional	LBPM	Learning Bhvr Spec Cert (PM)	PT7	PT Rec 7 - Reading
3RD	3rd Prty Rel. of Ac. Recs	LBS1	Learning Behavior Spec. Cert.	PT8	PT Rec 8 - No Testing Required
4P	Year Four, Professional	MATH	Mathematics - Sec. Ed. Cert.	PT9	PT Rec 9 - Referred to IS
5P	Year Five, Professional	MENG	MAT, English Certification	PTC	Placement Test Change
6P	Year Six, Professional	MFLF	MAT, FL French Certification	RA	Resident Advisor
7P	Year Seven, Professional	MFLG	MAT, FL German Certification	RS	Provost's Scholar
8P	Year Eight, Professional	MFLS	MAT, FL Spanish Certification	SA	Full Semester Study Abroad
ACN	Accelerated Nursing Program	MMAT	MAT, Mathematics Certification	SCNU	School Nurse
ADMA	Group A - Admissions Criteria	MS	Meridian Scholar	SCPS	School Psychology
ADMB	Group B - Admissions Criteria	MSCB	MAT, Science Biology Cert.	SCSW	School Social Work
ADMC	Group C - Admissions Criteria	MSCC	MAT, Science Chemistry Cert.	SD	Senior w/ Degree
ADMD	Group D - Admissions Criteria	MSCE	MAT, Science Earth/Space Cert.	SDM	Dental Medicine
ART1	Art K-12 Certification	MSCP	MAT, Science Physics Cert.	SLI	Speech & Lang. Impaired Cert.
ART9	Art 6-12 Certification	MSSH	MAT, SS History Certification	SPAN	Spanish - Sec. Ed. Cert.
ATH	Athlete	MSSP	MAT, SS Political Science Cert	SR01	Art&Design SR Assign Completed
AU1	Administrative Use Only	MUS1	Music K-12 Cert.	SR02	Art Hist Senr Assign Completed
AU2	Administrative Use - NSC	NCRT	Non-Certification	SR03	Art Studio SR Assign Completed
BI	Biology - Sec. Ed. Cert	NFS	New Freshman Seminar Needed	SR04	Psyc Senior Assign Completed
BSDM	3+2 Combined Program BS/DMD	OC	Off Campus	SR05	PHIL Senior Assign Completed
CDC	University Co-Op Assignment	PB	Post Baccalaureate Candidate	SR06	HEED Senior Assign Completed
CH	Chemistry - Sec. Ed. Cert.	PE09	Physical Ed 6-12 Cert.	SR07	SOCW Senior Assign Completed
COOP	Cooperative Intl Exchange Prgm	PE10	Physical Ed K-12 Cert.	SR08	BUEF Senior Assign Completed
CS	Chancellor's Scholar	PHYS	Physics - Sec. Ed. Cert.	SRS	Senior Standing Achieved
DMJR	Dual_DEGR	PLP	Pre-Lincoln Program Approved	SS	SOAR Program
DS	Deans' Scholar	PM	Post Master's Candidate	SUPT	Superintendent
EARL	Early Childhood Cert.	POSC	Political Sci - Sec. Ed. Cert.	THAR	Theater Arts Cert.
ELEM	Elementary Education Cert.	PRD	Pre-Dentistry Interest	UDOC	IL Public Act 93-7
ENGL	English - Sec. Ed. Cert.	PREC	Pre-Early Childhood Education	UN	Unclassified
ERTC	Environmental Res. Trng. Ctr.	PREL	Pre-Elementary Education	VS	Visiting
FREN	French - Sec. Ed. Cert.	PRHE	Pre-School Health Education	WV01	Course Sequencing Waiver
GCL	Cooperative Graduate Candidate	PRM	Pre-Medicine Interest	WV02	Statistics Minor Option
GD	Doctoral Candidate	PRP	Pre-Pharmacy Interest	WV03	Supporting Courses Completed
GENA	General Administrative	PRPE	Pre-Physical Education	WV04	Major Electives Complete
GEOG	Geography - Sec. Ed. Cert.	PRSE	Pre-Secondary Education	WV05	Cultural Anth Option Completed
GERM	German - Sec. Ed. Cert.	PRSP	Pre-Special Education	WV06	Linguistic Anth Opt Completed
GESC	General Science Cert.	PS	Presidential Scholar	WV07	Dual Cred Apprvd-PHIL/Rel Stdy
GEVV	General Education Waiver	PT1	PT Rec 1 - Writing, Math, Read	WV60	60 Hour Waiver
GM	Master's Candidate	PT10	PT Rec 10 - Direct Dept. Adm.	WVBA	BA - Foreign Language Waiver
GS	Specialist Candidate	PT2	PT Rec 2 - Writing, Math	ZZ	Pre-System Class (Conversion)
HEED	Health Education Cert.	PT3	PT Rec 3 - Writing, Reading		




## SOATEST – Test Score Information



- Key in **SOATEST** in the **Object Search Field (Go To...)** on the Banner Main Menu
  - Press **Enter**
- Key in student's University Id in **ID** field
- Click (Next Block) to view all scores
- Use the query function to locate ACT or SAT scores
  - Click (Enter Query)
  - Enter test code
  - Click (Execute Query)
  - To view all scores again, click (Execute Query)
- Click (Rollback) to return to Key Block (to search for another individual)
- Click (Exit) to close form and return to Banner Main Menu

## SOAHSCH – High School Information

High School Details, High School Subjects, High School Address





- Key in **SOAHSCH** in the **Object Search Field (Go To...)** on Banner Main Menu
  - Press **Enter**
- Key in student's University Id in **ID** field
- Click  (Next Block) to view data
- **Graduation Date** – Entered from official transcript only (ddmmyyy)
  - Official transcript includes 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> semester, final transcripts or GED
- **Transcript Received Date** – Entered from official transcript only
- **Class Rank and Size** – When entered, the percentile will auto populate
- **Diploma** – Entered from official transcript
- Click  (Rollback) to return to Key Block (to search for another individual)
- Click  (Exit) to close form and return to Banner Main Menu



## SOAPCOL – Prior College

*Prior College and Degree, Majors-Minors-Concentrations, Prior College Address*

**Note: Transcripts will be available in WebNow.**

- Key **SOAPCOL** in the **Object Search Field (Go To...)** on Banner Main Menu  
– Press **Enter**
- Key in student’s University Id in **ID** field
- Click  (Next Block) to view data in **Prior College**
- Use  (Scroll bar) to view additional data for both **Prior College** and **Degree Details** Information Blocks
- **CUMGPA** is a ‘placeholder’ school which records the cumulative GPA and total hours attempted for prior colleges
- Click  (Rollback) to return to Key Block (to search for another individual)
- Click  (Exit) to close form and return to Banner Main Menu

## SHATRNS – Transfer Course Information

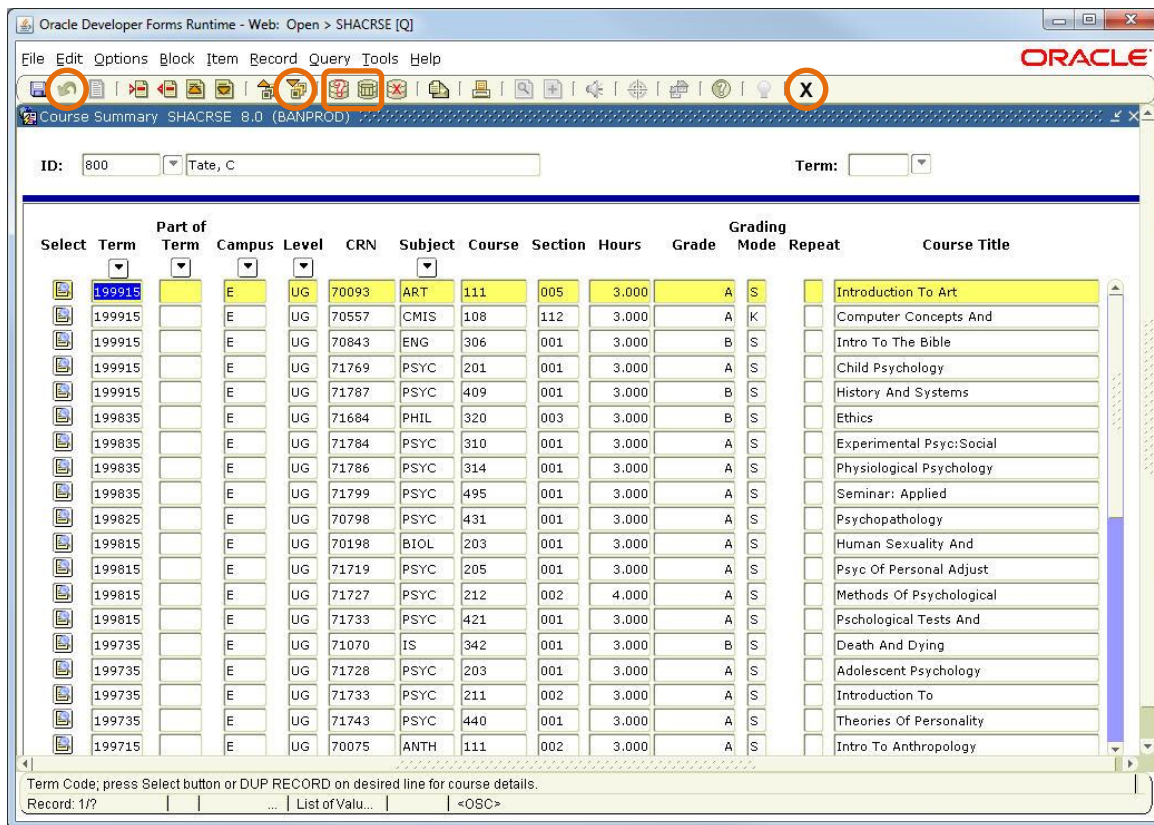
*Transfer Institution, Transfer Attendance Period, Transfer Course Detail, Attendance Period GPA*

- Key in **SHATRNS** in the **Object Search Field (Go To...)** on Banner Main Menu
  - Press **Enter**
- Key in student’s University Id in **ID** field
- Click (Search) next to **Transfer Institution Number** to view list of institutions
  - Double click on selected institution to close query and return to Key Block
- Click (Search) next to **Attendance Period Number** to view list of attendance periods
  - Double click on selected period to close query and return to Key Block
- Click (Next Block) to move to **Transfer Institution**
- Review information
- Click (Next Block) twice to move to **Transfer Course Detail**
  - External course information is listed in the first Information Block
    - Use (Scroll bar) for external course information to view additional courses
  - Equivalent SIUE course(s) shown in the **Equivalent Course Detail**

### **View Additional External Courses – Different Transfer Institution and/or Attendance Period**

- Click (Rollback) to move cursor to Key Block
- Key in different Transfer Institution Number and/or Attendance Period Number
- Click (Next Block) to move to **Transfer Institution**
- Click (Next Block) twice to move to **Transfer Course Detail**
- Click (Rollback) to return to Key Block (to search for another individual)
- Click (Exit) to close form and return to Banner Main Menu

## SHACRSE – Course Summary



- Key **SHACRSE** in the **Object Search Field (Go To...)** on Banner Main Menu
  - Press **Enter**
- Key in student's University Id in **ID** field
- Leave **Term** field blank to view all terms
- For a specific term enter term code:
  - YYYY15 (Spring)
  - YYYY25 (Summer)
  - YYYY35 (Fall)
- Click (Next Block) to view course data

### Query for courses by subject

- Click (Enter Query) to clear form
- Enter the subject (For example: Biol) in the **Subject** field
- Click (Execute Query)
- To view all courses again, click (Execute Query)
- Click (Rollback) to return to Key Block (to search for another individual)
- Click (Exit) to close form and return to Banner Main Menu

## SHATERM – Term Sequence Course History

### Current Standing, Term GPA and Course Detail Information

SHATERM Course Standing Tab (Default)

Oracle Developer Forms Runtime - Web: Open > SHATERM [Q]

File Edit Options Block Item Record Query Tools Help

Term Sequence Course History SHATERM 8.4 (BANPROD)

ID: 800 Tate, C Course Level Codes by Person: UG Start Term:

Current Standing Term GPA and Course Detail Information Student-Centric GPA and Course Information

**Current Standing**

First Term Attended: 199535  
 Last Term Attended: 199915  
 Academic Standing: 00 Good Standing  
 Academic Standing Override:   
 Progress Evaluation:   
 Progress Evaluation Override:   
 Combined Academic Standing Override:   
 Combined Academic Standing:

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	119.000	119.000	119.000	119.000	408.000	3.429
Transfer:	6.000	6.000	6.000	.000	.000	.000
Overall:	125.000	125.000	125.000	119.000	408.000	3.429

Record: 1/1

SHATERM Term GPA and Course Detail Information

Oracle Developer Forms Runtime - Web: Open > SHATERM [Q]

File Edit Options Block Item Record Query Tools Help

Term Sequence Course History SHATERM 8.4 (BANPROD)

ID: 800 Tate, C Course Level Codes by Person: UG Start Term:

Current Standing Term GPA and Course Detail Information Student-Centric GPA and Course Information

**Term GPA**


Institution  Transfer Transfer Number: 1 Attendance Period: 1

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Term: 199435	6.000	6.000	6.000	.000	.000	.000
Cumulative:	6.000	6.000	6.000	.000	.000	.000


**Transfer Courses**

Subject	Course	Title	Grade	Mode	Hours	Count in GPA	Repeat
TRF	XXXX	Transfer Credit	TR	T	6.000	<input checked="" type="checkbox"/>	(None)
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	



Record: 1/?

- Key in **SHATERM** in the **Object Search (Go To...)** field on Banner Main Menu
  - Press **Enter**
- Key in student's University Id in **ID** field
- **Course Level Codes by Person** – Generally, UG or G
  - If not known, click  (Search)
  - List of values open with codes applicable to person shown in Key Block
  - Select code
- **Start Term** – Leave blank

## **Current Standing Information Block**

- Click  (Next Block) to view data
  - Hours and Points listed are cumulative for SIUE and transfer schools
  - GPA Hours, Quality Points and GPA are SIUE only

## **Term GPA and Course Detail Information Blocks**

- Click **Term GPA and Course Detail Information** tab to view data
  - Use scroll bar in **Term GPA** to view additional terms
  - Summary listed for Transfer Number by Attendance Period and Term
- **Institutional/Transfer Courses** contains summary data for Term
  - If Term GPA record showing is an Institution then this block shows internal courses taken
  - If Term GPA record showing is a Transfer then this block shows internal equivalencies
  - Transfer course grades are in parenthesis – have no value towards GPA
  - Use scroll bar in **Institution/Transfer Courses** to view additional courses listed
- Click  (Rollback) to return to Key Block (to search for another individual)
- Click  (Exit) to close form and return to Banner Main Menu



## SHASUBJ – Subject Sequence History

Current Standing, Subject GPA and Course Detail Information

SHASUBJ Course Standing Tab (Default)

Oracle Developer Forms Runtime - Web: Open > SHASUBJ [Q]

File Edit Options Block Item Record Query Tools Help

Subject Sequence History SHASUBJ 8.2 (BANPROD)

ID: 800 Tate, C Level: UG Start with Subject:

Current Standing Subject GPA and Course Detail Information

**Current Standing**

First Term Attended: 199538  
Last Term Attended: 199915

Academic Standing: 00 Good Standing  
Academic Standing Override:  
Progress Evaluation:  
Progress Evaluation Override:  
Combined Academic Standing:  
Combined Academic Standing Override:

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	119.000	119.000	119.000	119.000	408.000	3.429
Transfer:	6.000	6.000	6.000	.000	.000	.000
Overall:	125.000	125.000	125.000	119.000	408.000	3.429

First Term Attended.  
Record: 1/1

SHASUBJ Subject GPA and Course Detail Information

Oracle Developer Forms Runtime - Web: Open > SHASUBJ [Q]

File Edit Options Block Item Record Query Tools Help

Subject Sequence History SHASUBJ 8.2 (BANPROD)

ID: 800 Tate, C Level: UG Start with Subject:

Current Standing Subject GPA and Course Detail Information

Subject: ANTH

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	3.000	3.000	3.000	3.000	12.000	4.000
Transfer:	.000	.000	.000	.000	.000	.000
Total:	3.000	3.000	3.000	3.000	12.000	4.000

**Institutional Courses**

Term	Subject	Course	Title	Grade	Mode	Hours	Repeat	Campus
199715	ANTH	111	Intro To Anthropology	A	S	3.000	(None)	E


**Transfer Courses**

Term	Subject	Course	Title	Grade	Mode	Hours	Count in GPA	Repeat
								(None)


Press NEXT RECORD for next subject area display.  
Record: 1/?

# Student Information Quick Reference



[www.siu.edu/its/banner](http://www.siu.edu/its/banner)

- Key in **SHASUBJ** in the **Object Search (Go To...)** field on Banner Main Menu
  - Press **Enter**
- Key in student's University Id in **ID** field
- **Course Level Codes by Person** – Generally, UG or G
  - If not known, click  (Search)
  - List of values open with codes applicable to person shown in Key Block
  - Select code
- **Start Term** – Leave blank

## **Current Standing Information Block**

- Click  (Next Block) to view data
  - Hours and Points listed are cumulative for SIUE and transfer schools
  - GPA Hours, Quality Points and GPA are SIUE only

## **Subject GPA and Course Detail Information Block**

- Click **Subject GPA and Course Detail Information** tab to view data
  - Use scroll bar in **Subject** to view additional subjects
- Course detail will be listed in **Institutional Courses** and/or **Transfer Courses** Information Blocks
  - Use scroll bar in **Institutional/Transfer Courses** to view additional courses listed
- Click  (Rollback) to return to Key Block (to search for another individual)
- Click  (Exit) to close form and return to Banner Main Menu

## SHADEGR – Degree and Other Formal Awards

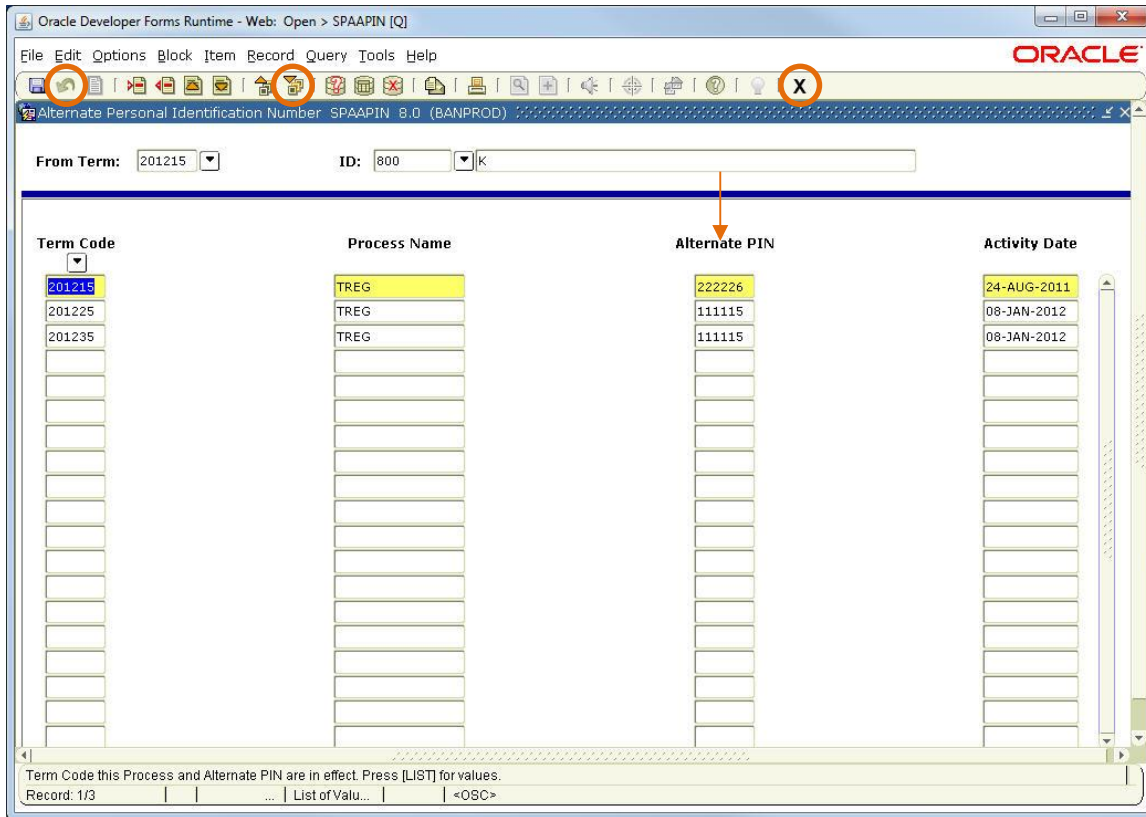
Learner Outcome, Curricula, Dual Degree, Honors, Institutional Courses, Non-Course Work




- Key **SHADEGR** in the **Object Search Field (Go To...)** on the Banner Main Menu
  - Press **Enter**
- Key in student’s University Id in **ID** field
- Click (Search) next to **Degree Sequence** to open **Degree Summary SHADGMQ**
- Click (Next Block) to view data
- Use (Scroll bar) to view additional records
- Double click on degree to review, SHADGMQ will close and return to SHADEGR
- Click (Next Block) to view data
- Click (Rollback) to return to Key Block (to search for another individual)
- Click (Exit) to close form and return to Banner Main Menu



## SPAAPIN – Alternate Personal Identification Number

AKA: Enrollment PIN, Registration PIN



- Key in **SPAAPIN** in the **Object Search Field (Go To...)** on the Banner Main Menu
  - Press **Enter**
- Key in student's University Id in the **ID** field
- Enter desired term code (YYYYXX) in the **From Term:** field
  - YYYY15 (Spring)
  - YYYY25 (Summer)
  - YYYY35 (Fall)
- Click  (Next Block) to retrieve PIN
- Click  (Rollback) to return to the Key Block (to search for another individual)
- Click  (Exit) to close form and return to Banner Main Menu

## SOAHOLD – Hold Information

Oracle Developer Forms Runtime - Web: Open > SOAHOLD [Q]

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 (BANPROD)

ID: 800 Matthew

**Hold Details**

Hold Type: **H2** Health Service - Immunizations Reason: Release Indicator:  9178

Amount: From: 07-FEB-2003 To: 31-DEC-2099 Origination Code:

Hold Type: Reason: Release Indicator:

Amount: From: To: Origination Code:

Hold Type: Reason: Release Indicator:

Amount: From: To: Origination Code:

Hold Type: Reason: Release Indicator:

Amount: From: To: Origination Code:




Hold Type: Reason: Release Indicator:

Amount: From: To: Origination Code:





Hold Type: Reason: Release Indicator:

Amount: From: To: Origination Code:

Hold Type Code; press LIST for valid codes.  
Record: 1/1 ... List of Valu... <OSC>

- Key in **SOAHOLD** in the **Object Search Field (Go To...)** on Banner Main Menu
  - Press **Enter**
- Key in student's University Id in **ID** field
- Click  (Next Block) to move to **Hold Details**
  - **Hold Type** – Type of hold
  - **Reason** – May be blank
  - **Release Indicator** – Do NOT check
    - If checked, user that created hold is only person that can release/modify hold
  - **From** – Date hold became effective
  - **To** – Date hold is released
  - **Origination Code** – Department that created/initiated hold
- Click  (Rollback) to return to Key Block (to search for another individual)
- Click  (Exit) to close form and return to Banner Main Menu

## SZAHOLD – Advisors’ Release for Hold Information

- Key in **SZAHOLD** in the **Object Search Field (Go To...)** on Banner Main Menu
  - Press **Enter**
- Key in student’s University Id in **ID** field
- Click  (Next Block) to move to **Hold Details**
  - **Hold Type** – Locate **AC – Advisor Check-in** hold
  - **Reason** – Term hold is for
  - **Release Indicator** – Do **NOT** check
    - If checked, user that created hold is only person that can release/modify hold
  - **From** – Date hold became effective
  - **To** – Enter date of advisement
  - **Origination Code** – REG – Registrar is the department that created/initiated hold
- Click  (Save)
- Click  (Rollback) to return to Key Block (to search for another individual)
- Click  (Exit) to close form and return to Banner Main Menu

## SFAREGQ – Registration Query

AKA: Student Schedule

Oracle Developer Forms Runtime - Web: Open > SFAREGQ [Q]

File Edit Options Block Item Record Query Tools Help

Registration Query SFAREGQ 8.3 (BANPROD)

Term: 201215 Registration From Date: Registration To Date:

ID: 800 K

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
201215	13971	ACCT	401	032	RW	N			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				1530	1735
Part of Term:		N1	Campus:		E	Start Date:		13-FEB-2012		Instructional Method:		TR				
Grading Mode:		S	Building:		FH	End Date:		04-MAY-2012								
Credit Hours:		3.000	Room:		2409	Instructor:		Starnes, Nancy S.		<input checked="" type="checkbox"/> Primary						
201215	14038	ECON	417	122	RW	N	F4		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				1230	1345
Part of Term:		1	Campus:		E	Start Date:		09-JAN-2012		Instructional Method:		TR				
Grading Mode:		S	Building:		AH	End Date:		05-MAY-2012								
Credit Hours:		3.000	Room:		3402	Instructor:		Sullivan, Timothy S.		<input checked="" type="checkbox"/> Primary						
201215	14675	KIN	121	001	RW	N		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>					1100	1150
Part of Term:		K1	Campus:		E	Start Date:		09-JAN-2012		Instructional Method:		TR				
Grading Mode:		S	Building:		VC	End Date:		02-MAR-2012								
Credit Hours:		1.000	Room:		1306	Instructor:		Graduate Assistant, TA		<input checked="" type="checkbox"/> Primary						




Co-op Education: Total Credit Hours: 10.000 Total CEU Hours: .000

Term Code: Record: 1/4 <OBC>

- Key in **SFAREGQ** in the **Object Search Field (Go To...)** on the Banner Main Menu – Press **Enter**
- **Term** – Required field
- Key in student’s University Id in the **ID** field
- Click (Next Block) to move to **Registration**
- Use scroll bar if student has more than 3 classes
- Click (Rollback) to return to the Key Block (to search for another individual)
- Click (Exit) to close form and return to Banner Main Menu

## SFARHST – Student Registration History and Extension

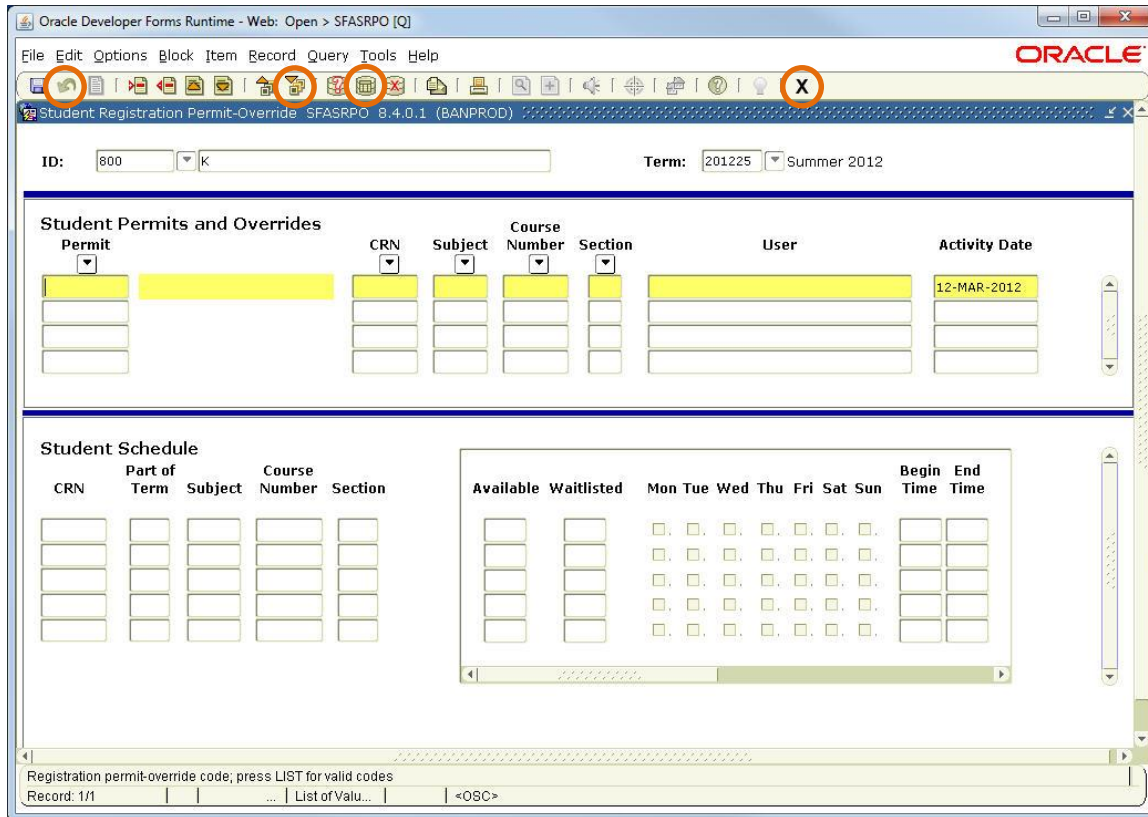
Term	Part Of Term	CRN	Subject	Course	Level	Status	Start Date	Completion Date	Number Of Extensions	Midterm Grade	Final Grade	Grade Detail	Grade Rolled
201215	N1	13971	ACCT	401	UG	RW							
201215	1	14038	ECON	417	UG	RW							
201215	K1	14675	KIN	121	UG	RW							
201215	1	17371	MGMT	441	UG	RW							
201135	1	33930	ACCT	303	UG	RW					B		✓
201135	1	33935	ACCT	321	UG	RW					A		✓
201135	1	34490	ACCT	312	UG	RW					B		✓
201135	1	34499	IS	401	UG	RW					A		✓
201135	1	37210	ECON	341	UG	RW					A		✓
201125	D2	22893	SPC	210	UG	RW					A		✓
201125	H4	23070	ECON	439	UG	RW					A		✓
201125	H1	23076	ECON	302	UG	RW					A		✓
201125	1	23096	ACCT	431	UG	RW					A		✓
201125	K1	23214	KIN	220	UG	RW					A		✓
201115	1	13417	MC	201	UG	RE					A		✓
201115	1	14176	ACCT	302	UG	RE					C		✓
201115	1	14182	ACCT	312	UG	D2					W		✓
201115	1	14273	FIN	320	UG	RW					A		✓
201115	1	15779	ECON	301	UG	RW					C		✓






- Key in **SFARHST** in the **Object Search Field (Go To...)** on the Banner Main Menu – Press **Enter**
- Key in student’s University Id in the **ID** field
- Click  (Next Block) to view **History**
- Click  (Rollback) to return to the Key Block (to search for another individual)
- Click  (Exit) to close form and return to Banner Main Menu



## SFASRPO – Student Registration Permit-Override

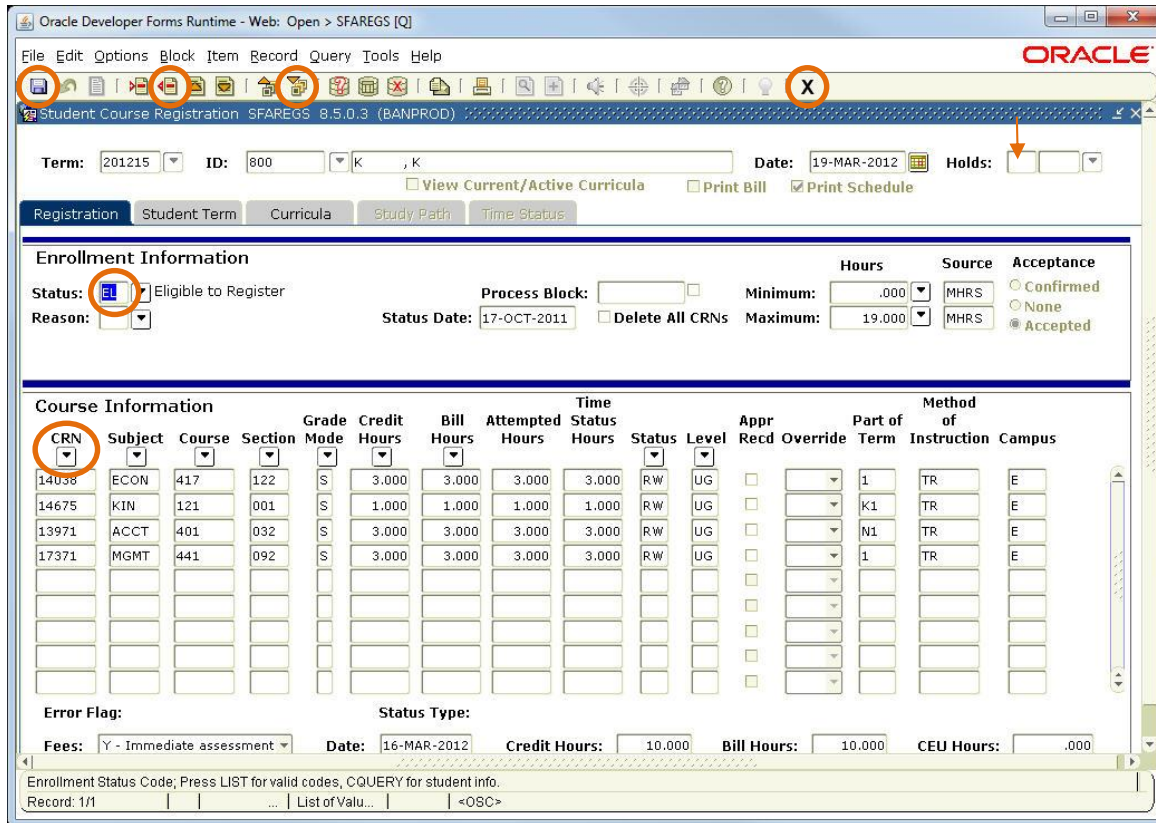
### Student Permits and Overrides, Student Schedule



- Allows student to register on the web for course that they would not be able to register for
- Key in **SFASRPO** in the **Object Search Field (Go To...)** on Banner Main Menu
  - Press **Enter**
- Key in student’s University Id in the **ID** field
- **Term** – Key in registration term (Required field)
- Click  (Next Block) to move to **Student Permits and Overrides**
  - If student has already registered for the term, the schedule can be viewed in the Student Schedule
- **Permit** – Required field
  - Click  (Search) to view list
  - Double click on Permit-Override code to close LOV and populate Permit
- Course Information:
  - **Pre-authorize student for a course and section is not important**
    - Key in Subject and Course Number
      - CRN and Section must be left blank
    - **Pre-authorize student for a specific course section (CRN)**
      - Key in know information – CRN or Subject, Course Number and Section
      - OR:** Search for CRN
        - Click  (Search) for CRN and select **Search for Sections (SFQSECM)**
        - Click in the Subject field and key in subject
        - Key in other search criteria as needed and click  (Execute Query)
        - Double click on appropriate section to close query and populate course information
  - If course/section has more than one prerequisite, special approval and/or restriction(s), a permit-override must be entered for each before the student will be allowed to register on-line for the course/section
- Click  (Save)

## SFAREGS – Student Course Registration




### Registration, Student Term, Curricula



**Note:** For further details/help with registering a student, contact the Registrar's Office x3770.







### Registration

- Key in **SFAREGS** in the **Object Search Field (Go To...)** on Banner Main Menu
  - Press **Enter**
- **Term** – Key in registration term
- Key in student's University Id in the **ID** field
- Click (Next Block) to move to **Enrollment Information**
  - If there is a hold (Holds: is Y), registration cannot proceed
  - Student must resolve all registration holds prior to registering for classes
- **Status** must be EL (Eligible to Register) to proceed
- Click (Next Block) to move to **Course Information**
- If Course Information known:
  - If **CRN** is known, key in number and press Tab key to populate
  - If **Subject, Course and Section** are known, key in information and press Tab key to populate
- If Course Information is **not** known, query for Course:
  - Click (Search) for **Subject**
  - Click in Subject field and key in Subject
  - Enter other criteria as needed:
    - Course Number
    - Section – Enter **>0**
    - Enrollment = – **>0** to view classes with available seats
    - Click (Execute Query) to retrieve results
    - Double click on selection

- To add more courses, move to next empty line and repeat process
- Click  (Save)
  - If message received after first save, see information in **Override Registration Errors** section
- Click  to 'Fee Assessment processed'
- Click  (Save)







## Override Registration Errors

### Special Approvals and Overrides

- **Special Approvals** – If consent is required for class (i.e.; Instructor, Chair) and have written approval (i.e.; CRF, email):
  - For that course, check **Approval Recd** checkbox
  - Click  (Save)
    - If message received after first save, resolve approval/error
  - Click  to 'Fee Assessment processed'
  - Click  (Save)
- **Override Errors** – If student does not meet requirements (i.e.; Prerequisite not meet, non-major, classification restriction):
  - Enter **Y** in **Override**
    - Do **not** Override ALL
  - Click  (Save)
    - If message received after first save, resolve approval/error
  - Click  to 'Fee Assessment processed'
  - Click  (Save)
- If approval is not given or cannot override error, then course must be deleted

## Delete Courses

Courses will need to be deleted if a student wishes to drop the course prior to the start of the session or at the time of registration a special approval is required and not received or a registration error is received that cannot be overridden or course entered in error. Courses dropped by the student after the session has started still require paperwork and a trip to the Student Service Center for the student. The course (CRN) will be removed from the list.


- Move cursor to the Course Information block
- **Status** field for CRN to be deleted – Enter **DD**
- Click  (Remove Record)
- Repeat process for additional courses to be deleted
- Click  (Save)
- Click  to 'Fee Assessment processed'
- Click  (Save)
- Click  (Rollback) to return to the Key Block (to search for another individual)
- Click  (Exit) to close form and return to Banner Main Menu










## SFASLST – Class Roster

- Key in **SFASLST** in the **Object Search Field (Go To...)** on Banner Main Menu
  - Press **Enter**
- **Term** – Key in term
- Key in course reference number in the **CRN** field if known
  - Search for CRN
    - Click  (Search) for CRN and select **Search for Sections (SFQSECM)**
    - Click in the **Subject** field and key in subject
    - Click in the **Section** field and key in '>0' (zero sections are not used to schedule classes)
    - Key in other search criteria as needed and click (Execute Query)
    - Double click on appropriate section to close query and populate CRN on SFASLST
- Click (Next Block) to view class list
- Click (Rollback) to return to the Key Block (to search for another class list)
- Click (Exit) to close form and return to Banner Main Menu

## SGAADVR – Multiple Advisors

- Key in **SGAADVR** in the **Object Search Field (Go To...)** on Banner Main Menu
  - Press **Enter**
- Key in student’s University Id in the **ID** field
- **Term** – Key in term that the Advisor information takes effect
- Click  (Next Block) to move to Advisor Information

### Advisor Information

- **ID** – Key in University Id for Advisor
  - If ID for Advisor not known, click  (Search) for ID to open Faculty/Advisor Query
  - In Key Block, complete fields as needed
    - o **Term** is required
  - Click  (Next Block) to move to the information block
  - Click  (Execute Query) to show results
  - Locate Advisor and select
- **Advisor Type** – Key in code for type
  - If code not known, click  (Search) for Advisor Type
  - Select from list of values
- **Primary Indicator** – Check box if primary Advisor
- If additional Advisor is to be added, move to next blank line and repeat process
  - Only one advisor should be designated as the primary
- Click  (Save)
- Click  (Rollback) to enter Advisor information for another student
- Click  (Exit) to close form and return to Banner Main Menu

## **Additional Resources**

### **Phone Numbers**

- ITS Help Desk: 650-5500
- Student Service Center: 650-2080
- Registrar's Office: 650-3770

### **Web Sites**

- Banner Production: <http://www.siu.edu/its/banner>
- Banner FAQ's: <http://www.siu.edu/its/banner/faq.shtml>
- Banner Training: [http://www.siu.edu/its/banner/banner\\_training.shtml](http://www.siu.edu/its/banner/banner_training.shtml)
- Human Resources: <http://www.siu.edu/humanresources>
- Registrar's Office: <http://www.siu.edu/registrar>
- ITS: <http://www.siu.edu/its>
- ITS e-ID Maintenance: <http://www.siu.edu/eid>
- ITS Training: [http://www.siu.edu/its/fac\\_staff/training](http://www.siu.edu/its/fac_staff/training)

### **Email Addresses**

- Production Control: [oitaccts@siu.edu](mailto:oitaccts@siu.edu)
  - Locked Banner account
  - Banner access
- ITS Help Desk: [help@siu.edu](mailto:help@siu.edu)